

Board Study Session & Business Meeting (Tuesday, September 10, 2013)

Generated by Shelley R Shelton on Wednesday, September 11, 2013

Members present

Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

Staff members present

Keith C. Rittel, Superintendent; Ray Morgan, Asst. Superintendent; Kerry Smith, Business Administrator; Melissa Frost, Human Resources Exec. Director; Gaye Gibbs, Exec. Director of Elementary Education; Gary Wilson, Exec. Director of Student Services; Shelley Shelton, Exec. Assistant.

Guests

Principals and teachers from Dixon, Timpview and Provo High; Caleb Price, Communications & Public Relations; Christy Giblon, PEA President; Kathy Giles, PEA; Morgan Anderson, Special Programs Director; Darin Loertscher & Josh Espinoza, Tech Support; Jared Ferguson, CTE Director; Charity Williams

Meeting called to order at 5:10 PM

1. 5:00 - 7:00 p.m. Study Session

A. Welcome: President Michelle Kaufusi

B. Roll Call

C. Student Travel Requests Requiring Board Approval

Supt. Rittel recommended all CTE requests be approved as a batch. CTE Director Jared Ferguson shared the background of CTE travel requests. All requests are in line with past practice and costs. Fee waivers would apply for all optional trips. State organizations typically supply funding for national competitions, and district CTE funds also contribute to state competitions. Students needing fee waivers generally approach the teacher, who then contacts Mr. Ferguson to begin making arrangements. Trips being taken simultaneously by THS and PHS will involve students traveling together.

- Dixon to Washington, DC: Teacher Pat Drussel & Jarod Sites
 - Students with an interest in history applied to participate. Student answered specific questions to determine their commitment and were subsequently selected through a committee. Ms. Drussel recounted experiences students had during the trip last year. Member Poulsen asked if the trip is a yearly event, expressing concern for the cost to families. Principal Jarod Sites indicated students chosen in 7th grade would not be selected to travel again in 8th grade.
- PHS Percussion & Color Guard to AZ: Teacher Eric Nix explained the details of the trip and the competitions students would be involved in.
- PHS Girls & Boys Track & Field: Assistant Principal Karen Brown represented Coach Phil Olsen
- THS Marching Band to Las Vegas: Assistant Principal Chris Chilcoat represented teacher Jared Hearld
 - Mr. Chilcoat will stress the board's requirement for the trip that the students not be allowed to visit the strip; the board will approve on the condition that the parameters will be met.
- THS A Cappella Choir to LA: Choir teacher Dr. Paul Larson
 - Students will work with Disney personnel to record; participate in workshops.
 - 125 students will travel with 15-20 chaperones.
 - Dr. Larson requested spending two days to avoid driving over night; he indicated he had submitted an addendum letter requesting an additional 1/2 day to avoid overnight travel. Students would miss one additional class period.
- PHS Philharmonic Orchestra to So. California: Orchestra Director Dr. Alan Allred
 - Dr. Allred will provide an addendum letter requesting an additional half day to avoid overnight travel. He will also discuss it with Principal Jeff Schoonover.

- In the future teachers will request 2.5 days.
- Students will participate in performances and in workshops with world renowned music educators in a college setting and in a professional studio setting.
- PHS Cross Country: Coach Phil Olsen
 - Multiple trip requests were submitted; some trips are contingent upon qualifying.
- PHS Choir: Choir teacher Kenny Wiser
 - Chamber Singers - annual trip that varies in location.
 - Students will learn from choral educators in different parts of the country as they consider possible careers as professional musicians.
 - Students will participate in a music festival in the Seattle area.
 - Some traveling students are returning students; mostly new students will make the trip.
 - Four fundraising opportunities are offered.
- Mens Choir Trip: Choir teacher Kenny Wiser
 - The trip is designed for all male choruses in the country.
 - Students are in beginning choir.
- PHS Tour to Belize: Timpview Assistant Principal Chris Chilcoat
 - The trip was originally approved in 2012 when Chris was at PHS. It was resubmitted due to a clerical error on the original form regarding the destination.
 - Purpose of the trip: working with dual immersion Spanish students from Timpanogos/Dixon/PHS.
 - Students use the language and are exposed to the culture.
 - Approx. \$8,000 has been raised so far. Half of the funds are generally raised by students. Fee waivers apply, and parents contribute to the cost. Fee waivers have only been used for 2 students over the past 8 years.
 - Tour personnel / chaperones will be with students at all times.
 - There are currently 4 adults and 6 students planning to make the trip; Mr. Chilcoat anticipates approximately ten students with additional chaperones will ultimately make the trip. Students and their chaperones from other parts of the country would be traveling in the same bus in order to fill the bus.
 - All students are required to have the all-inclusive insurance provided by the tour company.
 - Mr. Chilcoat will email additional information to board members regarding the tour itinerary and the tour company.

In response to board members' concern regarding the lack of information for some CTE trips, CTE Director Jared Ferguson provided the following clarification:

- Many of the competitions take place in the spring, making it difficult to meet the deadlines for making travel arrangements if the trips are not approved until February, even though teachers may have additional information by then regarding costs, etc.
- HOSA student leaders from each participating state can attend a HOSA leadership academy in Washington DC. THS student Parker Christensen, who served as the state HOSA parliamentarian, requested that he be allowed to attend. He would like to run for a national HOSA office next year. The sub and travel cost for teacher / chaperone Kenyon Christian, will be absorbed by the state of Utah. Parker's parents would cover Parker's travel expenses.

D. Approval of Policies

In response to board members' questions / comments, Supt. Rittel provided the following information.

Recommended changes (in red) were made:

- Policy 2025 Administration in the Absence of Policy or Procedure was drafted to handle issues not covered under specific written policy or procedure.
 - Exec. Director of Human Resources Melissa Frost: From a Risk Management perspective, without policy it's difficult to show people are being treated consistently.
- Policy 2100 Increasing Academic Performance, in listing a scale of "aggressive yet reasonable percentage-point growth" gives the board the opportunity to be very specific in their expectations for

student achievement throughout the district.

- *Professional Development, #3*: Being part of a long-term professional development direction district-wide, **including PLCs**, over the course of several years.
- Policy 2140 School Improvement Planning, #1: A foundational intention of each SIP is that students will finish each year on grade level **(at a minimum standard)**, fully prepared for the next school year. Where necessary, well-defined methods of working with students performing below **grade level will be identified and utilized**.
- Policy 2050 will be tabled for further discussion.

Due to the lack of time, all of the following items were moved to the business meeting for discussion and board action as needed.

- E. District Wellness Policy Update
- F. 2013-2014 Provo Education Support Professionals Negotiated Agreement
- G. Formation of a Standing Budget Committee
- H. Consent Calendar Review & Questions
- I. Upcoming Calendar Items

J. Motion to Adjourn

I move we adjourn the study session.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

2. 7:00 p.m. Business Meeting

A. Welcome: President Kaufusi

C. Opening Remarks: Pres. Michelle Kaufusi

Gave an example of why the district has policies and procedures.

D. Pledge of Allegiance: By Invitation

by Michelle

3. Community Connections

A. Employee Recognition: Linda Chrisman, Utah Safety Council School Bus Driver of the Year

Sam Ray presented Linda Chrisman, who was named the Utah School Bus Driver of the Year by the Utah Safety Council.

B. Introduction of New Administrators

Supt. Rittel recognized Darren Johnson, new Principal at Canyon Crest Elementary and Clay Bingham, new Assistant Principal at Timpview High School. Executive Director of Student Services Gary Wilson, and Executive Director of Human Resources Melissa Frost were introduced.

C. School Report: ProvoREADS!: Becky Lewis, District Media Coordinator

Ms. Lewis gave the background of the ProvoREADS program, inviting the Board to attend the district kickoff Sept. 23 in the Provo Library Ballroom. As part of the ProvoREADS curriculum this year, all elementary librarians will teach critical thinking and research to kindergarten through sixth grade students.

D. Public Input

Christy Giblon, 1808 W. 1000 S., Springville, addressed the board regarding the Timpview High marching band trip to Las Vegas. Speaking in behalf of THS band teacher Jared Hearld, Ms. Giblon clarified the competition will take place at Las Vegas High School, isn't near the strip, no strip activities have been planned, and students will spend the entire day at the competition. There will also be an abundance of parental supervision. Accommodations will be close to the high school.

Ms. Giblon also inquired about Policy 6160 - School Fee Waivers, asking if there is existing district policy / procedure that allows schools to recover fees that have been waived, explaining that having to cover fee waivers makes it extremely difficult for her to have a complete band program.

- Supt. Rittel responded that the district receives no funding assistance to offset fee waivers. Further discussion will take place prior to the approval of Policy 6160 School Fees and Fee Waivers during the business items segment of the meeting.

4. Business Items

A. Approve Student Travel Requests

I move we approve all student travel requests as presented.

Motion by Steven Staples, second by Marsha Judkins.

Member Poulsen added an amendment to the motion to conditionally approve the Dance Company San Diego trip, (which includes stopping in Las Vegas), with the expectation of assurances that students would avoid the Vegas strip (Las Vegas Blvd.)

Member Staples accepted the amendment.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

B. Approve Policies: 2000 Series

I move that we approve the new 2000 Series "Administration and District Planning" with the exception of policy 2050, which I move we table for further discussion, and with the additions made to Policy 2140 as discussed in the study session.

Motion by Vance Checketts, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

C. Approve Policy 3401 Wellness

I move that we approve revised Policy 3401 "Wellness" with the changes proposed.

Motion by Vance Checketts, second by Jim Pettersson.

Discussion:

Asst. Supt. Ray Morgan reviewed the proposed changes to the policy as listed. Points of discussion included the following:

- Federal guidelines for the maximum number of calories (200) in snack foods will be in place in October 2013. It is anticipated the state will follow the federal guidelines.
- There is a decrease in student participation in the school lunch program due to the limited number of "fast food" options.
- Requiring elementary teachers to only give rewards such as pencils and stickers, which are more expensive than candy, places a financial burden on teachers.
- We need to consider that there is a population of students with multiple moderate to severe disabilities where "a Skittle will motivate them; a pencil or a trinket will not. Snacks are provided to these students throughout the day that are on their level. Apples and oranges and intrinsic motivation don't work in all cases."
- Business Administrator Kerry Smith stated the enforcement of federal guidelines comes in the way of financial penalties following a compliance audit. He cited a fine of \$26,000 that was leveled against Layton High School for having the "wrong" items in the vending machines and not making them inaccessible during lunch.
- More stringent federal regulations regarding vending machine content are expected next year.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Jim Pettersson, Steven Staples

Abstain: Marsha Judkins, Shannon Poulsen

D. Approve Policy 6160 School Fees and Fee Waivers

I move that we approve new Policy 6160 "School Fees and Fee Waivers".

Motion by Marsha Judkins, second by Jim Pettersson.

Discussion:

- Supt. Rittel stated the district receives no help from the state to reimburse program funding used for fee waivers. The district is willing to study the issue and draft some plans which would require a reallocation of current funds or the acquisition of new funds.
- Member Staples recommended the study include the number of "free and reduced" students who participate in student travel activities with fee waivers.
- Business Administrator Kerry Smith added the district does have a limited number of funds for fee waiver distribution. Those funds are distributed every October based upon the prior year's reported fee waivers. The actual allocation of the funds is up to the principals' discretion. The district currently spends approximately \$120,000 annually in fee waivers, exclusive of extra-curricular activities.
- Fee waivers and student travel will be included on a future study session agenda.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

E. Approve 2013 - 2014 Provo Education Support Professionals Negotiated Agreement

I move that we approve the new Negotiated Agreement with the Provo Education Support Professionals for the 2013-2014 school year.

Motion by Marsha Judkins, second by Steven Staples.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

F. Formation of a Standing Budget Committee

Business Administrator Kerry Smith reviewed the following background:

The Provo City School District Board of Education has established goals which include long term planning and transparency. The district has also established a long term financial plan which includes compensation strategies (including medical benefits), capital planning, property tax planning, state revenue projections, and the need to develop curriculum and IT plans.

The annual budget process starts in the fall with the establishment of the upcoming school year's goals. A long term perspective in annual goal establishment is crucial to the accomplishment of the board goals. Effective long term planning requires an annual review and assumptions update of the long term plans.

The establishment of an ongoing budget committee would facilitate this long term review and perspective as well as influence the establishment of annual goals. It is envisioned the budget committee would meet two to three times each fall to review and provide input on District long term assumptions and annual goals. The committee recommendations would then be presented to the Board for approval. The District could then move forward with the development of the upcoming school year's budget, having goals, programs, and community priorities clearly aligned.

Budget committee membership is envisioned as having one board member, the superintendent, the business administrator, the financial analyst, and two community members as appointed by the board.

I move for the establishment of a standing budget committee with a membership of one board member, the superintendent, the business administrator, the financial analyst, and two community members.

Motion by Jim Pettersson, second by Julie Rash

Discussion:

In response to board members' questions / comments regarding whether or not the board should function as the budget committee, Mr. Smith provided the following additional information:

- It is not anticipated the committee would be involved in the budget details, but would make recommendations to the board regarding the direction of the proposed long term plan and budgetary support of board goals. The board would remain the final authorizing body.
- Minus board approval of a formal budget committee, the business office would continue to present the budget plan for board approval and move forward with the budget.
- The proposed structure of the committee would formalize the long term planning process by reviewing the long term budget assumptions and the next year's goals as established by the district council and superintendent, and by making their recommendations to the board.
- The board would continue to receive the same amount of budget information during the board retreats. The formation of the committee would support the board goal of increased transparency and community

involvement.

- Recommendations for committee members would be presented to the board.

I move to establish a standing budget committee with a membership of at least one board member, the superintendent, the business administrator, the financial analyst, and community members.

Amended Motion by Marsha Judkins, second by Julie Rash

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Steven Staples

Abstain: Shannon Poulsen

5. Consent Calendar

A. Board Minutes as Part of the Consent Calendar

B. August 6 Study Session

C. August 13 Study Session & Business Meeting

D. August 27 Study Session

E. Personnel Report as Part of the Consent Calendar

F. Home School/School Choice/eSchool Report as Part of the Consent Calendar

G. Financial Reports as Part of the Consent Calendar

H. The Warrant Report as Part of the Consent Calendar

I. Approve the Consent Calendar

Resolution: I move we approve the consent calendar.

Motion by Jim Pettersson, second by Julie Rash.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

6. Board Member Reports

A. President Michelle Kaufusi

President Kaufusi reported on recent changes implemented by the Utah High School Activities Association, including the following:

- There are now six classifications in football for a two-year trial period: 1A; 2A; 3A; 3B; 4A; 5A. Other sports are not impacted by the change.
- The 3B classification was added to help reduce travel costs for smaller schools in remote locations.
- Orem High was moved to another region; Wasatch High School in Heber was added to region 8.
- A checklist was drafted for student participation in sports and / or arts activities to eliminate eligibility issues. Schools will be strongly encouraged to self report eligibility concerns.

7. Superintendent's Report

A. Approved Student Travel

8. Adjourn the Meeting

A. Motion to Adjourn

I move we adjourn the business meeting and move into executive session for the purpose of discussing personnel.

Motion by Shannon Poulsen, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

The meeting was adjourned at 8:41 p.m. and the board moved into executive session.

9. Executive Session for the purpose of discussing personnel. Utah Code 52.4.205
